



Position: Office Manager/Estimator

Company: Dusty Diamond Enterprise (Through U.S. VETS)

Location: Long Beach

Wages: \$35-\$40K/year to start. HOWEVER, this position will be trained as a Bill Estimator and will pay close to 6 figures within about 2 years.

Essential Functions:

- Principal manager of an office
- Manage multiple million dollar projects
- Must have strong computer and communication skills
- Execute invoicing
- Conduct efforts to promote the company via phone
- Conduct administrative duties
- Will be trained as a billing estimator

Knowledge, Skills, and Experience:

- Good working knowledge of office procedures and office management.
- General background and knowledge in accounting procedures.
- Excellent telephone receptionist skills with a thorough knowledge of telephone etiquette.
- Ability to understand technical instructions.
- Knowledge and abilities in proofreading materials for grammatical and spelling errors, and keyboard skills.
- Excellent demonstrated written, oral, and interpersonal communication skills.
- Personable and courteous in working relationships with colleagues, students, and the public.
- Excellent interpersonal skills, demonstrated positive customer service skills, and ability to relate to people of varying ages and backgrounds.
- Ability to work with a wide range of individuals (students, staff, faculty, public).
- Excellent communication and interpersonal skills.
- Excellent verbal, written and interpersonal communication skills.
- Ability to communicate well with a variety of people including excellent written and interpersonal skills necessary for achieving goals and resolving conflicts.
- Excellent interpersonal skills and written communication skills with the ability to communicate well with a variety of people.
- Good interpersonal skills and ability to communicate well with a variety of people.
- Customer service orientated with the ability to create a positive impression.

If you would like to apply to this position, please contact your Applicant

Coordinator at:

Last name begins with A-K: 916-854-3881

Last name begins with L-Z: 916-854-3882